

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
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Date: July 25, 2000

PERSONNEL LETTER # 00-009  
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 08 JULY 1, 2000  
GENERAL SALARY INCREASE (GSI)

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 08 provides for a GSI effective 07/01/00 and other related salary changes.

The Personnel/Payroll Services Division (PPSD) has manually posted the GSI to the affected employees' Employment History (EH) records. The update was completed by the July 21, 2000 master payroll cutoff date. The EH GEN transaction was used to document the GSI. Campuses will be responsible for processing the other salary changes.

Refer to Technical Letter HR/SA 2000-13 for further information on the GSI and other salary changes. An attachment is provided detailing information and processing instructions for BU 08. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

#### General Salary Increase and Service-based Salary Increase

- . All employees in BU 08 are entitled to receive a 3.7% GSI effective 07/01/00. Eligible employees are entitled to a Fiscal Year 2000/2001 Service-based Salary Increase (SSI) of one (1) step on their anniversary date subject to the SSI maximum. A salary structure change was also implemented effective 07/01/00 as follows:
  - The SSI maximum step 11 was changed to step 12.
- . If the employee was at Step 11 (SSI MAX) as of 06/30/00, the employee will be eligible for a January 2001 SBSI.
- . PPPSD manually processed the EH transactions for the GSI and SSI maximum step change as follows:
  - For employees at step 11 as of 06/30/00, a 07/01/00 effective date CRO transaction was processed to change the employee's anniversary date to 01/01 (January, 2001) and apply the 3.7% GSI.

- For all other employees, a 07/01/00 effective date GEN transaction was processed for the 3.7% GSI. Included in the update were employees with a Red Circle Rate and employees on NDI, Supplementing with Catastrophic Leave Donations.
- . PPSD manually processed the SSI's via the MSA transaction as follows:
  - An MSA transaction effective 07/01/00 to provide SSI's for eligible employees with an 07/00 anniversary date.

NOTE: PPSD posted the MSA transaction before posting the GEN transaction effective 07/01/00. Also, the paycales was updated with the GSI salary rates prior to the MSA transaction process. Therefore, the MSA and GEN transactions have the same salary rate.

- Employees with an August 2000 through June 2001 anniversary date will be updated by PPSD at the appropriate time.
- . Employees with an appointment expiration date of 06/30/00 or prior were not processed by PPSD. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see below processing instructions).
- . Employees who separated prior to 07/01/00 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/00. A CRO, GEN or MSA transaction will not be posted. PPSD will identify the impacted employees and will manually adjust the lump sum payments.

#### Other Salary Related Changes

- . Employees are eligible to receive a Performance Based Salary Increase (PBSI) either in step increments or a one-time bonus based on a percentage of the employee's annual gross salary. If the employee is to receive a step increase, campuses must process the increase via the SCR transaction (with Detail Transaction Code 50). If the employee is to receive a one-time lump sum bonus, campuses must process the bonus payment via the Payroll Input Process (PIP) System. See Technical Letter HR/SA 2000-13 for further information.

#### Campus EH Processing Information

- . Based on the updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.
  1. Separations effective 06/30/00 or prior:
    - 1) CROV effective 07/01/00 (if employee's salary step equals 11); OR  
GENV effective 07/01/00.
    - 2) MSAV effective 07/01/00 (if posted).
    - 3) SXX.
  2. Separations effective 07/01/00 or later, including Leaves Without Pay, S49 and 565 with Job Injury Code = 7, should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE CRO, GEN OR MSA TRANSACTION.

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/00 and are to separate 07/01/00 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
  - a. A57 or A58 effective same date of SXX and effective date hours equal COB to generate the GSI rate. In Item 215 (EH Remarks), enter 'L/S Only' and if employee's salary step = 11, change Item 330, Anniversary Date, to 01/01 (January, 2001).
  - b. SXX.
4. Leave of Absences effective 06/30/00 or prior, including 565 with Job Injury Code = 7:
  - a. CROV effective 07/01/00 (if employee's salary step equals 11); OR GENV effective 07/01/00.
  - b. MSAV effective 07/01/00 (if posted).
  - c. SXX or 565.
5. Appointments effective 06/30/00 or prior and Item 450 = 1, 3 or 4; or  
  
Reappointments for employees with an appointment expiration date prior to 06/30/00:
  - 1) AXX.
  - 2) CRO effective 07/01/00 if employee's salary step equals 11. Enter 01/01 (January, 2001) in Item 330, Anniversary Date, and 'HR/SA 2000-13/GSI' in Item 215, EH Remarks;  
OR GEN effective 07/01/00 if employee's salary step not 11.
6. Appointments effective 07/01/00 or later and Item 450 = 1, 3 or 4; or  
  
Reappointments for employees with an appointment expiration date equal to 06/30/00:  
  
No CRO or GEN transaction is required. However, if the employee's salary step is 11, Item 330, Anniversary Date, must be 01/01 (January, 2001).
7. Reinstatements effective 06/30/00 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
  - a. AXX or 565.
  - b. 715 effective same date of A68 or 565 to change anniversary date/probationary period due to non-qualifying pay periods (if applicable).
  - c. CRO effective 07/01/00 if employee's salary step equals 11. Enter 'HR/SA 2000-13/GSI' in Item 215, EH Remarks, and 01/01(January, 2001) in Item 330, Anniversary Date; OR  
GEN effective 07/01/00 if employee's salary step not 11.
  - d. MSA effective 07/01/00 (if eligible for the SSI).
8. Reinstatements via the A57 or A58 transaction effective 07/01/00 or later:  
  
No CRO or GEN transaction is required. However, if the employee's salary step is 11, change Item 330, Anniversary Date, to 01/01 (January, 2001).

9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/00:
  - 1) A68 or 565 effective 07/01/00.
  - 2) 715 effective 07/01/00 to change anniversary date/probationary period due to non-qualifying pay periods (if applicable).
  - 3) CRO effective 07/01/00 if employee's salary step equals 11. Enter 'HR/SA 2000-13/GSI' in Item 215, EH Remarks, and 01/01 (January, 2000) in Item 330, Anniversary Date; OR GEN effective 07/01/00 if employee's salary step not 11.
10. Reinstatements (via the A68 or 565 with Job Injury Code = 4) effective 07/02/00 or later, from an S46 or 565 with Job Injury Code = 7:
  - a. A68 or 565.
  - b. 715 effective same date as A68 or 565 to change the anniversary date/probationary period due to non-qualifying pay periods (if applicable).
  - c. CRO effective same date as A68 or 565 to change salary rate to the GSI rate. Enter 'HR/SA 2000-13/GSI' in Item 215, EH Remarks. If employee's salary step equals 11, change Item 330, Anniversary Date, to 01/01 (January, 2001).
11. Transactions not identified above, process as usual.

RZ:CAH:PMAB